



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT COORDINATOR OF CHILDREN'S CENTER (Provisional* Appointment)

SALARY: \$58,330 - \$75,222 annually

LOCATION: Monroe County Department of Human Services - Children's Detention Center

JOB SUMMARY:

This is an administrative position in the Monroe County Children's Center responsible to oversee and direct the daily care provided to adolescent children ages ten {10} – twenty one {21} residing in the facility. Work involves participating in developing and implementing policies and procedures for the secure detention facility, as well as overseeing the recruitment, orientation, training, supervision and evaluation of subordinate child care staff. The employee reports directly to, and works under the general supervision of the Coordinator of the Children's Center or other higher-level staff member. General supervision is exercised over a subordinate supervisory child care staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a behavioral science field or human services**, Public Administration, Industrial and Labor Relation or a closely related field, plus three (3) years paid full-time or its part-time equivalent professional*** experience as a counselor**** dealing with youth aged ten {10} to twenty one {21} in a residential or clinical setting, or in a secure or non-secure detention center, one (1) year of which must have included responsibility for daily management of programmatic or clinical operations, and two (2) years of which must have been in a supervisory capacity*****; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned above, plus four (4) years paid full-time or its part-time equivalent professional*** experience as a counselor**** dealing with youth aged ten {10} to twenty one {21} in a residential or clinical setting, or in a secure or non-secure detention center, one (1) year of which must have included responsibility for daily management of programmatic or clinical operations and two (2) years of which must have been in a supervisory capacity*****; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) or (B) above.

****Human Services** includes, but is not limited to: Social Work, Social Welfare, Counseling, Educational Psychology. **Behavioral Sciences** includes, but is not limited to Psychology, Sociology and Anthropology.

*****Professional experience**, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance or other similar experience.

******Counselor experience** must involve interviewing individuals and/or families, discussing and evaluating their problems (e.g., drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate progress.

*******Supervisory capacity**, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: April 22, 2015

Posting Deadline: May 6, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.